

**HALL MEMORIAL LIBRARY
BOARD OF DIRECTORS' MEETING
May 17, 2011**

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- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:37 PM. Members present were Mary Blanchette, Mary Clements, Jeanne Zulick, Patricia Grundman, Assistant Library Director and Children's Librarian, and Susan Phillips, Library Director. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum – No citizens were present at the meeting.
- III. Approval of Minutes of the March 8, 2011 Meeting (Clements/Blanchette), and the April 19, 2011 Meeting (Clements/Zulick). The minutes were reviewed by the members present and were unanimously approved as written.
- IV. Treasurer's Report – The Treasurer's Report and a copy of the YTD Budget Report dated April 2011 were distributed and reviewed.
- V. Library Director's Report – Susan Phillips distributed copies of the Director's Report dated 5/17/11. The report was read and discussed. At this time, a motion was made (Blanchette/Clements) and unanimously approved to close the Library on Friday 5/20/11 and Saturday 5/28/11 for training on and installation of the new Circulation System, as per the decision of Susan Phillips. Also discussed were estimates for carpet cleaning, which range from \$2800.00 to \$5000.00. This project can be scheduled after July first, and the money for payment held over from this year's budget.
- VI. Friends of the Library Report – At the 5/17/11 meeting of the Friends of the Library, funds were sought to cover the cost of the Summer Reading Program. The 25th Anniversary of the friends is this month, and a celebration will be planned for mid-September. Also, April was the 20th Anniversary of the ground-breaking for the new Library building; next year will mark 20 years of completion, and plans for a celebration are noted.
- VII. Old Business – By-Laws – A review of the current By-Laws will be held for the September meeting agenda, so that they may be reviewed over the summer. It is noted that the By-Laws should be the rules which govern the Board of Directors, not the rules of the Library.
- VIII. New Business – 2011 – 2012 Budget – As of this evening, the 2011—2012 Budget passed. A Motion was made (Blanchette/Clements) and unanimously passed to accept the recommendation of The Board of Finance to remove the \$10,000.00 cut in our budget request from the Heating Fuel (\$4,000.00) and Electricity (\$6,000.00) line items, leaving an approved amount of \$629,923.33.
- IX. Correspondence – None.
- X. Directors' Concerns – None.
- XI. Adjournment – The meeting was adjourned at 8:47 PM (Clements/Zulick) by unanimous vote.

Respectfully submitted,

Marcia H. Downs